

EFFECTIVE DATE: JUNE 9, 1980

REVISION DATES: March 19, 1982 _____

SUBJECT: ACCIDENT PREVENTION/LOSS CONTROL PROGRAM

1. Purpose:

- The purpose of this Directive is to establish the framework of responsibility and accountability for a permanent and continuous Accident Prevention/Loss Control Program.

2. Policy Statement:

- Injuries to City employees, the rising cost associated with these injuries, City-owned property losses and Third Party claims against the City impose a tremendous drain on City funds. Equally important is the human suffering associated with many accidents, something that cannot be evaluated in dollars and cents. For these reasons, every reasonable effort shall be made in the interest of Accident Prevention/Loss Control.

Achievements in any endeavor can only reach the level of interest afforded them by Management. Therefore, it is essential that Department Directors, Division Heads and Supervisors become personally involved in the City's Accident Prevention/Loss Control Program.

3. References:

- a) Administrative Directive 4.1 - Accidents and Injuries (Reporting)
- b) Administrative Directive 4.46 - Protective Equipment
- c) Administrative Directive 4.84 - Workers' Compensation
- d) Administrative Directive 4.8 - City Driver Evaluation
- e) Administrative Directive 4.69 - Safety Incentive Awards Program

These Directives contain detailed procedures and responsibilities relating to those specific areas of the City's Accident Prevention/Loss Control program. Compliance with these directives is mandatory at all levels.

4. Responsibilities:

- RISK MANAGEMENT - The City's Risk Management Division (Finance Department) shall be responsible for advising management (Departments, City Manager's Office and the City Council) in the formulation,

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implementation and monitoring of the City's Accident Prevention/Loss Control program. These responsibilities include, but are not limited to:

- a) Designing, conducting or arranging for formal and informal safety training presentations to meet the requirements established.
- b) Conducting formal investigation of serious or unusual accidents and injuries. These investigations will be in addition to - and separate from - the supervisor's investigation and will be forwarded to the appropriate department head.
- c) Maintaining an accident/loss control data system for recording accidents/injuries/losses occurring in each department. Information derived from this system will be forwarded to the City Manager and to each department head on a quarterly basis.
- d) Researching and analyzing accident prevention/loss control problems that cannot be resolved by supervisory personnel or the department.
- e) Establishing, conducting and monitoring a City-wide "Self-Inspection" program to identify and correct hazardous conditions at all City facilities and worksites. This program will encompass all offices, shops and field operations.
- f) Conducting (in conjunction with - or separate from - the "Self-Inspection" program) formal surveys of working conditions, operational procedures and activities by employees. Formal written reports of surveys and recommendations thereto will be forwarded to the appropriate department head for corrective actions, when required.
- g) Recommendations offered by the Risk Management Division to Departments to improve the Accident Prevention/Loss Control activities of that Department will be monitored by the Risk Management Division to determine effectiveness of the implementation of recommendations. Effected Department Directors and the City Manager will be kept abreast of all developments in Accident Prevention/Loss Control activities of the City.

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5. Department Directors:

- ↳ Each Department Director is accountable to the City Manager for the implementation and management of an effective Accident Prevention/Loss Control program within their department. The responsibilities encompassed within this accountability include, but are not limited to:
 - a) Compliance with this Administrative Directive and the Administrative Directives referenced in Paragraph 3 (References).
 - b) Establishment of department procedures that will ensure timely compliance with established compliance dates for correction of all hazardous conditions.
 - c) Establishment of written department safety rules to assure compliance with the City's safety requirements. Department safety rules may not reduce or supersede City safety requirements. Where necessary, Department Safety rules may supplement City requirements.
 - d) Establishment of requirements for department safety training programs.
 - e) Establishment of a Departmental Accident Review Board with a meeting requirement of at least once each quarter in departments experiencing fewer than twenty-five (25) accidents each year, and monthly in those departments experiencing twenty-five (25) or more accidents each year.
 - f) Appointment of a Department Safety Coordinator with specific responsibilities for coordinating the Accident Prevention/Loss Control program within the Department.
 - g) Dissemination of Safety material and posting of Safety notices.
 - h) Dissemination of all Administrative Directives and other data pertaining to the Accident Prevention/Loss Control program to each Division, Section and remote (permanent) work facility (landfills, treatment plants, branch libraries, golf courses, recreation centers, automotive shops, etc.). Safety consciousness among our employees cannot be developed unless they are informed of all City safety requirements and their responsibilities associated with those requirements.

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- i) Dissemination of the City's Quarterly Accident Report to all Divisions.

6. Division Heads:

- Division Heads are responsible for the accident records for their Divisions. Inasmuch as Division Heads are supervisors of other Supervisors, they must influence employee safety through intermediaries and provide the stimulus necessary to keep their supervisors active in accident prevention/loss control efforts. Division Head responsibilities include, but are not limited to:
 - a) Compliance with this Administrative Directive and the Administrative Directives referenced in Paragraph 3 (References).
 - b) Communicating management's accident prevention/loss control goals to all supervisors and employees.
 - c) Communicating divisional safety problems to the Department Director.
 - d) Conducting - or directing - inspections of worksites as required by the City's "Self-Inspection Program".
 - e) Correcting hazardous conditions and other safety deficiencies within the Division that adversely affect the accident prevention/loss control program.
 - f) Ensuring that all accidents are investigated and reported and that corrective follow-up action is taken to prevent repetition of accidents from the same or similar causes.
 - g) Taking an active interest to ensure that injured employees receive proper medical attention and all other Workers' Compensation benefits to which the employee is entitled.
 - h) Dissemination of the appropriate portion of the City's Quarterly Accident Report to the supervisors of the Division.
 - i) Dissemination and posting of Safety notices throughout the Division.

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7. Supervisors:

- No one can influence employee behavior as completely as the immediate supervisor. Unless supervisors accept the responsibility for the control of accidents, an accident prevention/loss control program cannot succeed. Immediate supervisor's responsibilities include, but are not limited to:
 - a) Accepting responsibility for the safety of employees under their jurisdiction.
 - b) Stimulating interest in safe work habits through personal example.
 - c) Compliance with this Administrative Directive and the Administrative Directives referenced in Paragraph 3 (References).
 - d) Ensuring employee compliance with all established safety requirements, including the use of required protective equipment.
 - e) Conducting inspections of work sites for unsafe conditions and unsafe acts by employees - and, ensuring that they are corrected.
 - f) Reporting to the Division Head unsafe employee acts and unsafe conditions that cannot be corrected by the supervisor.
 - g) Investigating and reporting all accidents in accordance with Administrative Directives 4.1 and 4.84.
 - h) Supervisors are personally responsible for the immediate medical care of injured employees under their supervision. This responsibility extends to the completion and submission of a complete and correct Employer's First Report of Injury (E-1 Report) to the Workers' Compensation Section of Risk Management within 48 hours of the accident. (See Administrative Directive 4.84).
 - i) Conducting at least one 30-minute Safety Meeting with employees each month. An alternative to this requirement may be daily 5-minute safety talks.
 - j) Posting of Safety notices throughout the section or work area.

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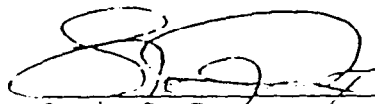
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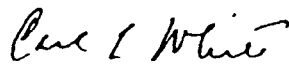
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8. Employees:

Employees have a major responsibility to ensure their own personal safety and that of their fellow employees. Employees must not take unnecessary chances or attempt to work under hazardous conditions. The City has taken precautions to make each employee's job as safe as possible. However, these efforts are wasted unless full cooperation is received from the employees. Employee responsibilities include - but are not limited to:

- a) Compliance with this Administrative Directive and the Administrative Directives referenced in Paragraph 3 (References).
- b) Exercising due care in the performance of their work to prevent injuries to themselves, fellow workers and citizens; and, to prevent property damage to City property and to the property of citizens.
- c) Compliance with all City safety requirements, Department safety rules and special safety orders by the immediate supervisor.
- d) Reporting all unsafe conditions or acts to the immediate supervisor immediately upon detecting such conditions.
- e) Reporting all accidents immediately to the immediate supervisor, or to the next higher supervisor, if the immediate supervisor is not available.


Louis D. Fox
City Manager


Carl L. White
Director of Finance

Dated: 3/19/82